Search and Screen Committee Process

University of Wisconsin Oshkosh

Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 24, 2017</td>
<td>Creation of training manual</td>
</tr>
<tr>
<td>January 27, 2020</td>
<td>Update to not recommended for hire status</td>
</tr>
</tbody>
</table>
Introduction

The Office of Human Resources has implemented this system in order to automate all tasks relating to the recruitment process for all professional positions on campus. This system will not house student positions. This training manual focuses on the following actions in PageUp:

1. Review/manage/tier/communicate/update/recommend applicants
2. Conduct electronic reference checks

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Chrome, Firefox, Internet Explorer 5.5 or above, for optimal results Internet Explorer 8 is suggested. The system also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com. To ensure the security of the data provided by applicants, the system will automatically log you out after 120 minutes of inactivity. However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the Logout link located on the top right side of your screen.

Access Within the System

Each user on campus has been categorized into a particular user group, which provides them certain permissions in the PageUp system. Please see below for a brief overview of access granted to different types of users for the actions covered in this guide.

<table>
<thead>
<tr>
<th>Role</th>
<th>Access Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Supervisors</td>
<td>View applicants, conduct reference checks, accept search committee recommendations</td>
</tr>
<tr>
<td>Administrative Support/Search Assistants</td>
<td>View applicants, change applicant statuses, conduct reference checks</td>
</tr>
<tr>
<td>Search and Screen Committee</td>
<td>View/download applications, tier applicants, view job and application statuses</td>
</tr>
</tbody>
</table>

Modes of Training

The recruitment team in the Office of Human Resources understands that every individual has a different learning style. Please see below for the various modes of training offered on this piece of the PageUp system:

PageUp training sessions are typically offered on a weekly or bi-weekly basis by the recruitment team in the Office of Human Resources. A training schedule is posted on: http://hr.uwosh.edu/recruitment/

If you would like to have a member of the recruitment team walk you through creating your position description and job posting over the phone, please call the Office of Human Resources at 920-424-1166 and schedule a time for this phone call.

If you feel comfortable solely using this training guide to create your position description and job posting, this is acceptable. Please know that a member of the recruitment team may reach out to you if there are any follow up items up for discussion.
**Important: Understand the Recruitment Statuses**

The PageUp system functions based on an ordered list of recruitment process steps. The system is designed to communicate with applicants based on the status they are assigned to throughout the recruitment process. Certain statuses correspond with automated emails sent out to candidates, typically when they are being removed from the process and will no longer be considered. The search assistant/administrative support and search chair assigned to the job will primarily be responsible for managing applicants in PageUp and moving them from status to status based on their progression through the recruitment process. Any status that is labeled as **unsuccessful** represents a step in the recruitment process where they will be removed from consideration due to tiering too low in comparison to other candidates.

<table>
<thead>
<tr>
<th>#</th>
<th>Step in PageUp (status)</th>
<th>Sends Email to Applicant</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New application</td>
<td>Yes</td>
<td>Applicants are automatically categorized to this status once they apply and are notified a confirmation of their submission. On the initial position deadline, the Office of Human Resources will move all applicants from New application to Search committee review. Any applicants who apply after the initial deadline will be kept in New application status and are considered part of the secondary pool.</td>
</tr>
<tr>
<td>2</td>
<td>Search committee review (HR only Status)</td>
<td></td>
<td>Applicants will be moved to this status by the Office of Human Resources on the initial deadline of the position. This will represent the primary candidate pool.</td>
</tr>
<tr>
<td>3</td>
<td>Search committee review unsuccessful</td>
<td></td>
<td>Move applicant to this status if they did not tier high enough to be phone interviewed.</td>
</tr>
<tr>
<td>4</td>
<td>Compliance Review* (Affirm. Action review &amp; MUST be done before any phone or on campus interviews)*</td>
<td><strong>Mandatory</strong></td>
<td>Move applicant to this status if you would like to invite them to a phone interview or an on campus interview. This will allow the Office of Equal Opportunity, Equity, and Affirmative Action to review the candidate pool and approve of your applicants.</td>
</tr>
<tr>
<td>5</td>
<td>Schedule Phone Interviews</td>
<td></td>
<td>Move applicants to this status if you call them to schedule a phone interview. If you are using the events function, create your event now.</td>
</tr>
<tr>
<td>6</td>
<td>Phone interview booking event</td>
<td>Yes</td>
<td>Move applicants to this status if you would like to use the PageUp system to schedule your interview time slots.</td>
</tr>
<tr>
<td>7</td>
<td>Phone interview accepted</td>
<td></td>
<td>Move applicant to this status if they agree to be phone interviewed and have their phone interview scheduled.</td>
</tr>
<tr>
<td>8</td>
<td>Phone interview declined</td>
<td></td>
<td>Move applicant to this status if they do not agree to be phone interviewed and have removed themselves from consideration.</td>
</tr>
<tr>
<td>9</td>
<td>Phone interview unsuccessful</td>
<td>Yes</td>
<td>Move applicant to this status if a phone interview was conducted and the committee is not interested in moving the applicant further in the process.</td>
</tr>
<tr>
<td>10</td>
<td>Candidate on HOLD (temporary)</td>
<td></td>
<td>Move applicant to this status if you would like to keep them “on hold” and wait to determine how first round</td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
<td>Action</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Schedule Campus Interviews</td>
<td>Move applicants to this status if you call them to schedule an on campus interview. If you are using the events function, create your event now.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>On campus booking event</td>
<td>Move applicants to this status if you would like to use the PageUp system to schedule your interview time slots.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Campus interview accepted</td>
<td>Move applicant to this status if they agree to a campus interview and have their campus interview scheduled.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Campus interview declined</td>
<td>Move applicant to this status if they do not agree to a campus interview and have removed themselves from consideration.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Basic reference check (by phone)</td>
<td>Move applicant to this status if you will be conducting your reference checks outside of the PageUp system.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Basic reference check form (using PageUp)</td>
<td>Move applicant to this status to send an email to each reference contact provided on the applicant’s application requesting basic information.</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Letter of recommendation request</td>
<td>Typically used for Faculty searches, move applicant to this status to send an email to each recommender contact provided on the applicant’s application. Recommender will be able to attach letter of recommendation to be automatically uploaded to the applicant’s profile.</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Recommend for hire</td>
<td>Move applicant to this status if the search committee recommends the hiring supervisor to hire the applicant.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Not recommended for hire</td>
<td>Move applicant to this status if the search committee would not recommend hiring the applicant.</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Hiring supervisor review unsuccessful</td>
<td>Move applicant to this status if they will not be offered the position.</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Request offer approval</td>
<td>Move final applicant to this status if you would like to offer the job to them. This status will open the offer card.</td>
<td></td>
</tr>
</tbody>
</table>
Homepage Tips

When you log in to PageUp, you should see a homepage looking similar to this one. Familiarize yourself with the options on this page.

On the top left side of the homepage, click here to expand your action menu. This will be helpful to have expanded at all times.

When your action menu is expanded, you have access to all items listed on the homepage, regardless of what page you’re currently viewing.
Helpful Tips

Search and Screen Orientation
All search committee members, including the search chair, must orient themselves on proper hiring practices by watching the search and screen orientation presentation created by the Office of Human Resources. This orientation is no longer conducted in an in-person training, but is offered as an online presentation. To access this orientation presentation click here:

Search and Screen Orientation Presentation

UWO Recruitment website
It is very important to visit the recruitment page on the Office of Human Resources website. This page provides multiple resources revolving around recruitment and the search and screen process such as: interview tips, interviewing bias tips, interview question bank, search and screen resources, online training videos, and much more. Visit the recruitment webpage here:

Recruitment Website

Colored check boxes in applicant list
When viewing a list of applicants, you will see three boxes next to their name. Each box appears to be a different color. These boxes serve as selection boxes where you may check one of the boxes and select a bulk action to take with the applicant. Despite the colors of the boxes, the functionality for each box is the same.

Primary and secondary candidate pools
Every search and screen member, including the search chair, must be aware of the initial deadline of the position. Hiring supervisors will determine an initial application deadline that applicants are held to if they would like to be considered in the primary candidate pool. Positions will remain posted on the UWO careers page until they are fill or until the hiring supervisors notify the Office of Human Resources to remove the posting. Search committees must exhaust all candidates in the primary pool before they can review candidates from the secondary pool. If at any time a candidate is reviewed and considered from the secondary pool, the search committee is required to review all candidates in the secondary pool. To learn the initial application deadline, reference the Application Deadline section of the job posting.
Step 1: Log into PageUp
To log into the PageUp system, you may follow the link below:

Oshkosh.pageuppeople.com

Your username and password is pre-set as your NetID, which you use to log into multiple systems on campus.

Step 2: Access the applications
Status: Search committee review
Completed by: Search chair AND search committee members

Important: Search committee members and the chair cannot assign tiers to applicants until the initial deadline of the position has been met. Once the deadline has been met, all candidates who have applied within the deadline will be moved to Search committee review status. Search committee members may only assign tiers to candidates who are in Search committee review status. However, search committee members may still review the application materials of all applicants prior to the deadline.

On your homepage, you should have at least one job requiring search committee review. Click search committee review:

You will be directed to a page that lists the job you are assigned to as a search committee member. If you are assigned to more than one search committee, each job you are involved in will be included in this list.

On this page, under the Your role column, you will see whether you are assigned as a search committee member or a search chair on the position. As a search chair, you will be able to view applicants AND view responses from search committee members. If you are a search committee member, you will be able to view applicants only. In order to review applications and tier applicants, both the search chair and committee members must click View Applicants. You may also view the position description of the job by clicking View job.
**Warning**: You will be directed to a list of all applicants that are either listed in the **New application** status or **Search committee review** status. Once the posting deadline occurs, the Office of Human Resources will move all applicants who have applied prior to that deadline to **Search committee review** status. All applications submitted after the deadline will be kept in **New application** status to distinguish between the primary and secondary applicant pools. (Search committee review=primary pool, New application=secondary pool)

**Warning**: The committee must **NOT** review any applications that have been submitted after the initial deadline. These applications may be reviewed only if the first pool that has applied prior to the deadline has been exhausted. You may find the deadline on the job posting ([careers.hr.uwosh.edu/cw/en-us/listing/](http://careers.hr.uwosh.edu/cw/en-us/listing/)) in the **Application Deadline** section.

### Step 3: Review the resume & application form

**Status**: Search committee review  
**Completed by**: Search chair AND search committee members

Next to the applicant’s name, you will see two icons, which will allow you to view the applicant’s resume or their application form and additional documentation.
Click the icon to **view resume**. This will generate a new window presenting the applicants resume.

Click the icon to **view application**. This will bring you to the application that was completed by the applicant when they applied for the position.

Once the form is open, you will see the applicant’s contact information.

![Applicant Information]

In the next section labeled **Questions & response**, you will be able to access the documents attached by the applicant when they applied for the position. You may download these documents to review them in detail by clicking on the links provided.

![Question & response]

**Warning**: Please disregard any information listed in the **Weighted score column**.
Further down in this section, you will be able to review the applicant’s answers to information regarding their educational background, employment history, and references. (see below)

To exit the application form, click Close window and you will land back on the applicant card.

**Step 4: Tier applicants**

**Status: Search committee review**

**Completed by: Search chair AND search committee members**

Once you’re back to the search and screen page that includes the names of all applicants listed on the left side, you may begin tiering the applicants. Your page should look similar to what is pictured below.

As a search committee member or chair, it is your duty to thoroughly review applicants and assess their qualifications for the position by assigning a tier outcome to each of them.
**Warning:** If you tier an applicant who has applied after the deadline date, you have engaged the secondary pool of applicants for the position and all applicants, regardless of the date they’ve applied, will need to be reviewed and tiered by all search committee members. The date the applicant applied for the position is listed directly below their name in the tiering section. (see below)

To avoid tiering applicants who have applied after the deadline date, it may be helpful to sort your applicants from **Date submitted (First to Last)** using the sort function directly above your list.

After reviewing the applicant’s resume and application form and considering their level of qualification for the position they’ve applied for, begin assigning a tier to the applicant by **highlighting their name** on the left side applicant list. (see below)
Once the applicant you are tiering has been selected, in the center of the page you will see an **Outcome** drop down. This drop down lists the four tiers you have to choose from to categorize the applicant.

![Outcome drop down]

**Qualifications listed on the job posting:**

![Qualifications]

Assign the applicant a tier based on your review. You must click **Save and next** in order to process each tier you assign.

![Outcome: 3 - Meets Minimum Requirements]

Once you’ve successfully tiered a candidate, notice on the list of applicants, the applicant you just assigned a tier to will be marked as **Reviewed**. If the **Reviewed** box does not appear, this means you did not click **Save and next**. This must be done before continuing. If you are a search chair, the reviewed box will not appear, however, the tier you assigned to the applicant will appear in the name box.

![Reviewed]

Next, you may click **Save and next**, which will bring you to the next candidate to be reviewed and tiered, or you may simply click on the next candidate and highlight their name as you just did with the previous one. Once the applicant’s name is highlighted, you may assign them a tier as you just did. During your initial review, **only review and tier those who have applied prior to the deadline date of the position posting**.

**Applicants must each be assigned to a corresponding tier, which is based off of their credentials as noted in their application. The qualifications in the tiering process correspond to what has been posted as required and preferred qualifications of the job.**

The Office of Equal Opportunity, Equity, and Affirmative Action will be reviewing each candidate tier later in the process to ensure a fair and equitable opportunity was given to each candidate based on the tiers assigned. They will also be checking to make sure that all candidates have been tiered by each search committee member and search chair.

Before you begin tiering applicants, refer to the job posting on the UWO careers website (careers.hr.uwosh.edu), to understand the required and preferred qualifications that have been requested by the hiring supervisor.

When tiering, if you are given the option to write a comment or summary about the applicant, **please disregard**.
Step 5: Search chair reviews tiering responses (reporting)

Status: Search committee review
Completed by: Search chair ONLY

Once the search committee has completed the tiering of the initial pool of applicants, the search chair must review these responses and make decisions about moving certain candidates into the next phase of the recruitment process. This may be reviewed and discussed as a group during a search committee meeting, or the search chair may review this information on their own. The search chair will soon send email communications to those applicants who are not moving forward in the search process by changing their status and they will no longer be eligible for the position.

On the right side action menu, scroll to the bottom of the menu bar. Click Reports.

On the reports homepage, a pre-made report will be available named Search Committee Report. Click on Search Committee Report.
The report will generate all tiers that have been assigned to each applicant by the search committee members at this point in time. This report may be used to hold a discussion amongst the search committee about the overall tiering score of each applicant. It is at the discretion of the search chair to review the report with the search committee members, or to do this on their own. The outcome of reviewing this report will be the decisions made about each applicant on whether they will be moving forward in the search process or if they will not be moving forward in the process.

When the report appears after clicking Search Committee Report, it is recommended to export the information into an Excel spreadsheet. This may be done by clicking Select a format on the bottom of the report page and choosing Excel file. Click Export.

You will then be prompted to download your report, which will allow you to review it.

The report will organize the tiers assigned by the search committee by applicant. The search chair and/or committee may review the information and decide which applicants they would like to progress further in the recruitment process based on the averaging of tiers. If questions arise during the review of the Search Committee Report, please call the Office of Human Resources to discuss.

**Step 6: Searching for list of all applicants (preparing to change applicant statuses)**

**Status: Search committee review**

**Completed by: Search chair and search assistant/administrative Support**

When you open the action menu on the right side of the page, click Manage jobs.

A list of all jobs you are tied to will appear. Find the job you’re working on and click on the number of applications, located underneath the Applications heading.
You are now provided with a list of applicants that have applied to the job. You may sort applicants by status, date submitted, first or last name, by simply clicking on the preferred filter along the header.

![Sort by clicking on the header](image)

**Step 7: Change the applicant status**

**Status:** Depends on applicant outcome  
**Completed by:** Search chair OR search assistant/administrative support

**Important:** The PageUp system functions based on a list of applicant statuses. This list is designed to categorize an applicant into a specific status that represents where their consideration for the role falls within the search process. Automated email communications correspond with certain statuses, depending on if the applicant is being moved to an “unsuccessful” status. An “unsuccessful” status is one where the applicant did not perform at a high enough level during the initial review or interviews to move forward in the recruitment process. Moving an applicant to an “unsuccessful” status sends an automated email (that may be customized) to the applicant, informing them that they will not be moving forward in the process. Refer to pages 3 and 4 to review the applicant statuses and to learn which statuses correspond to an automatic email to the applicant.

1. **Change status to unsuccessful status – removing applicant from consideration**

Once the search committee has completed the initial review/tiering of applications and has decided who they would like to progress further into the process with, action needs to be taken with those applicants who will not be moving forward in the process.

By changing the status of an applicant to an “unsuccessful” status, you will be taking the following actions:

1. Sending the applicant an email communication informing them that they were not selected to move forward in the recruitment process.
2. Assigning a non-selection reason code to each applicant for proper documentation of consideration and justification.
Search for your applicants as you learned in step 6. Click on the status of the applicant.

A box will appear providing all recruitment process status options. This is where you may select the status in which you would like to move the applicant to.

**Statuses that will remove applicant from consideration:** Search committee review unsuccessful, Phone interview unsuccessful, Campus interview unsuccessful, Hiring supervisor review unsuccessful

Highlight the unsuccessful status applicable to the applicant and click Next.
A page will appear where you must confirm the status change.

The status section of the status change confirmation page is simply available to time and date stamp each status change made for the applicant.

![Additional users from Job:](image)

**IMPORTANT**: In the Search committee review unsuccessful reason section, you will need to assign a non-selection reason code to the applicant stating why you are choosing not to move forward with them. The non-selection reason codes have been pre-determined by the Office of Equal Opportunity, Equity, and Affirmative Action and will be reviewed during the Affirmative Action compliance review. Each applicant who is not moving forward in the recruitment process must be assigned a non-selection reason code. If a candidate is no longer being considered for a position and they are not assigned a non-selection reason code at the time of the Affirmative Action compliance review, the search committee will not be able to move forward in the recruitment process until this has been done.

**Search committee review unsuccessful reason**

Please indicate the reason for selecting the search committee review unsuccessful status:

Select the applicable status from the list of non-selection reason codes. This code will not be visible to the applicant, but only to the internal users of PageUp. The only time this may be visible to an external party would be if an open records request was made. The non-selection reason codes would then be provided to the requestor.
To change the applicant's status, click Move now.

**Select**

- Did not pass basic qualification screening - Licenses/Certifications
- Did not pass basic qualification screening - Education
- Not selected for interview - Lacked experience (please justify below)
- Not selected for interview - Lacked in areas specified as preferences (please justify below)
- Unsuccessful interview (please justify below)
- Unsuccessful reference check(s)
- Offer accepted - Failed medical assessment
- Offer accepted - Failed criminal background check
- Offer accepted - No show
- Position on hold/cancelled/not filled
- Withdrawn - Invited to phone screen, unable to contact
- Withdrawn - Invited to phone screen, no show
- Withdrawn - Invited to interview on campus, unable to contact
- Withdrawn - Invited to interview on campus, no show
- Withdrawn - No longer interested in position
- Withdrawn - Salary
- Withdrawn - Accepted another job offer
- Withdrawn - Offer of employment declined

Do not include a note in the status change.

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**Note**

The following will be added to the applicant notes for administrators to view:

_Do not include a note unless selecting a code requesting a justification_

Update job status from Approved to Screening: □ Yes □ No

To change the applicant’s status, click **Move now**.
2. Change status to Compliance Review* (Affirm. Action review & MUST be done before any phone or on campus interviews)*

Once the search committee has conducted the initial review and tiering and has narrowed it down to who will be invited for an interview, the applicant(s) must be put into the Compliance Review status before being invited for an interview. By putting applicants into this status, you will be opening up your search history to the Office of Equal Opportunity, Equity, and Affirmative Action, who will review your actions in detail. This is a mandatory step for all positions. If applicants are not put through a compliance review before inviting candidates for an interview, it will be considered a failed search.

What does the Office of Equal Opportunity, Equity, and Affirmative Action assess during this step?

1. A review of applicants to ensure that each applicant who is not in the Compliance Review status has been moved to an “unsuccessful” status and has been assigned a non-selection reason code.
2. Confirming that a screen shot of a job advertisement has been uploaded to the documents tab of the job. This is only applicable to advertisements made that are not included in the automated process, such as The Chronicle of Higher Education, Higher Ed Jobs, and LinkedIn.

When changing the status to compliance review, do not select a communication template or email the applicant.

To finalize the applicant’s status change, click Move now.

Move each applicant who you would like to invite to an interview to Compliance review status. All other applicants should be assigned to the appropriate status at this point depending on the search committee’s review and analysis.

What happens next? The Office of Equal Opportunity, Equity, and Affirmative Action will review each candidate in your pool as previously noted. Based on this analysis, the candidates will either be endorsed or sent back to the search committee. If the candidates are sent back to the search committee, a justification as to why they were sent back will be provided and the committee must make adjustments as advised by the Office of Equal Opportunity, Equity, and Affirmative Action. If candidates have been endorsed, the Administrative Support/Search Assistant person assigned to the job will be notified by email.
3. Changing status through phone interviewing phase

If your search committee plans to conduct phone interviews, you must track where each applicant is at within the phone interview process. There are four basic statuses revolving around phone interviews:

<table>
<thead>
<tr>
<th>Schedule Phone Interviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone interview accepted</td>
</tr>
<tr>
<td>Phone interview declined</td>
</tr>
<tr>
<td>Phone interview unsuccessful</td>
</tr>
</tbody>
</table>

1. **Schedule phone interviews**: Move the applicant from search committee review status to schedule phone interviews once you start reaching out to that applicant to schedule their phone interview.

2. **Phone interview accepted**: Once you’ve reached out to the applicant and have successfully scheduled their phone interview without them withdrawing from the process, move them to phone interview accepted.

3. **Phone interview decline**: When scheduling the phone interview, if an applicant declines and withdraws from consideration for the position, move them to phone interview declined. This will document the declination in the system.

4. **Phone interview unsuccessful**: After completing the phone interview, if the applicant did not perform at a high enough level and the search committee does not wish to move forward with the applicant, move the applicant’s status to phone interview unsuccessful. Being that this is an unsuccessful status, when moving to this status remember, you will be sending the applicant an email notifying them that they will no longer be considered for the position and assigning them a non-selection reason code. For further assistance with this type of status, refer to Change status to unsuccessful status – removing applicant from consideration directions provided above.

4. Changing status through on campus interview phase

The search committee must track where each applicant is at within the campus interview process. There are four statuses revolving around campus interviews:

<table>
<thead>
<tr>
<th>Schedule Campus Interviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus interview accepted</td>
</tr>
<tr>
<td>Campus interview declined</td>
</tr>
<tr>
<td>Campus interview unsuccessful</td>
</tr>
</tbody>
</table>

1. **Schedule campus interviews**: If the applicants have been endorsed by the Office of Equal Opportunity, Equity, and Affirmative Action, they will be moved to this status by the Office of Equal Opportunity, Equity, and Affirmative Action.

2. **Campus interview accepted**: Once you’ve reached out to the applicant and have successfully scheduled their campus interview without them withdrawing from the process, move them to campus interview accepted.

3. **Campus interview decline**: When scheduling the campus interview, if an applicant declines and withdraws from consideration for the position, move them to campus interview declined. This will document the declination in the system.
- **Change statuses in bulk**

If you would like to change the status of multiple applicants at one time, you may do so by selecting those applicants in bulk and moving them to the desired status. In order to bulk move applicants, you must find your full applicant list by following the directions in step 6.

**Warning:** If you are bulk moving applicants to an *unsuccessful* status, keep in mind that you may only move more than one candidate to this type of status if you are planning to assign the same non-selection reason code to each applicant. The system does not allow you to assign different non-selection reason codes to applicants in mass through an individual bulk move.

Select each candidate you would like to move in bulk by checking the same color box for each applicant on the left hand side of your applicant list.

Once you’ve selected which applicants you would like to change statuses for, refer to the **Select a bulk action** drop down menu. Click **Bulk move**.

Select **bulk move** if you’d like to change the statuses of more than one applicant.
You will be directed to a page where you may select the desired status from a drop down bar. Select the status you’d like to move the applicants to and click **Next**.

A confirm status change page will appear and you may follow the directions provided in step 7 while completing the requests. Depending on the status you’ve selected to move your applicants to, you must follow the same procedure when moving statuses to an **unsuccessful** status or to the **compliance review** status in bulk as you do when moving applicant statuses one at a time.

**Step 8: Conduct reference checks/request letters of recommendation**

**Status:** Basic reference check or Letter of recommendation request (reference request)  
**Completed by:** Search chair OR search assistant/administrative support

Once campus interviews are complete and finalist applicants have been determined, the search committee has the option of conducting reference checks more than one way in the PageUp system. Reference checks may also be completed outside of the system if the search committee/hiring supervisor would rather contact the references over the phone.

When applicants apply for a position using the PageUp system, they are required to provide three reference contacts/recommenders with their application. There are two reference screening options to choose from in PageUp should the hiring supervisor decide to conduct reference checks electronically:

1. **Basic reference check form:** When an applicant’s status is moved to basic reference check form, an email will be sent out to the three contacts provided where they will be prompted to answer eleven basic questions about the applicant, electronically. Once the reference has completed the electronic reference check questions, their answers will be automatically tied to the applicant’s profile, where they may be reviewed by the search committee and hiring supervisor.

2. **Letter of recommendation request:** When an applicant’s status is moved to letter of recommendation request, an email will be sent directly to the recommenders provided by the applicant. The email will ask the recommenders to attach a letter of recommendation to the applicant’s profile, which is a very simple task. Once attached, the letter of recommendation will be available for the search committee and hiring supervisor to review.
Step 9: Make hiring recommendations

Status: Recommend for hire or Not recommended for hire

Completed by: Search chair OR search assistant/administrative support

The search committee must make a decision regarding who they would like to recommend hiring to the hiring supervisor and who they would not recommend hiring to the hiring supervisor. Typically, these decisions are made by the committee after a final meeting to discuss thoughts revolving around the finalists. Once these decisions have been made, the search chair or search assistant/administrative support person assigned to the position must move the applicants into the applicable statuses:

If placing an applicant into not recommended for hire status, the committee must assign a non-selection reason code to each applicant for proper documentation of consideration and justification.

Click on the status of the applicant.

A box will appear providing all recruitment process status options. This is where you may select the status in which you would like to move the applicant to.

Highlight the not recommended for hire status and click Next.
A page will appear where you must confirm the status change.

When changing the status to not recommended for hire, **do not** select a communication template or email the applicant.

The **status section** of the status change confirmation page is simply available to time and date stamp each status change made for the applicant.

Select the applicable status from the list of **non-selection reason codes**. This code will not be visible to the applicant, but only to the internal users of PageUp. The only time this may be visible to an external party would be if an open records request was made. The non-selection reason codes would then be provided to the requestor.
Do not include a note in the status change unless selecting a code requesting justification:

To change the applicant’s status, click **Move now**.

The hiring supervisor will then have access to candidates in these two statuses. If a hiring supervisor is interested in offering the position to a candidate who has not been recommended for hire, a justification must be sent to the Office of Human Resources explaining why they are choosing to go against the search committee’s recommendations.

**The hiring supervisor may now continue with the recruitment process by completing the offer card and requesting offer approval in PageUp. This step must be approved before a verbal offer can be made. For directions on the offer process in PageUp, please reference the Offer Process Training Manual located on the Recruitment website.**